## Town of Dudley

71 West Main St. #18, Ste. 307 Dudley, MA 01571 508-949-8011 option 2

## Application for Employment

**Instructions:** Please print and complete all necessary information. You may be asked to provide additional information on another form. Sign and date the application.

This application will be kept on file for one year. It is to your advantage to periodically check to keep it current and active.

Applicants for employment are considered without regard to race, color, religion, sex, marital status, national origin, age or disability. Also it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Date of Application					
Position(s) applied for					
Name	FIRST	MIDDI	Æ		
Address		CITY		STATE	ZIP CODE
Email Address					
Phone Number		Social Security Nur	mber:		
·		you furnish a work	•	Yes N	lo
Where did you hear of the vacancy?Have you applied to the Town of Dudley before?  Were you employed by the Town of Dudley before?	Yes No		2		
Are you employed now? Yes No May	we contact you	ır present employer	·? Yes	No	
Are you a United States citizen? Yes No (Proof of citizenship or immigration status is requi	•	possess a valid wor loyment)	k permit?	Yes No	
Date available for work Available to	work Full-	time Part-time	Temporar	y Overtime	:
Are you on layoff and subject to recall? Yes	No				
Can you travel if the position requires it? Yes	No				
Special training or skills: (computer skills, machine	operation, etc.	) that would benefit	you in the j	ob for which yo	ou are applying:

Have you ever been in t	the Armed Forces?	Yes	No	If yes, bran	nch		
Are you currently a men	mber of the Reserve	s or Natio	nal Guard	? Yes	No		
Please describe any spe	cial skills or training	g acquired	while in	the service	:		
What foreign languages	do you speak, read	, and/or w	rite?				
	Speak	Read	Write				
	Speak	Read	Write				
References: Give name or more.	e, address and teleph	one numb	er of three	e reference	s who are not re	elated to you and have know	n you for 3 years
NAME	ADDRESS				PHONE	RELATONSHIP TO YOU	TIME KNOWN
NAME	ADDRESS				PHONE	RELATONSHIP TO YOU	TIME KNOWN
NAME	ADDRESS				PHONE	RELATONSHIP TO YOU	TIME KNOWN
EDUCATION							
HIGH SCHOOL							
NAME		ADDRESS				LAST YEAR COMPLETED	RECEIVED DIPLOMA?
COLLEGE							
NAME		ADDRESS				LAST YEAR COMPLETED	RECEIVED DEGREE?
GRADUATE/PROFES	SIONAL						
NAME		ADDRESS				LAST YEAR COMPLETED	RECEIVED DEGREE?
Describe specialized tra	iining, apprenticeshi	p, and ski	lls you po	essess not in	ndicated above:		

## **EMPLOYMENT EXPERIENCE**

Start with your present or last position held. Include military service assignments and any verified work performed on a volunteer basis. Exclude organization names that indicate race, color, religion, sex, or national origin. Attach additional paper, if necessary.

**NOTE**:If you have a resume that provides the following information, please attach your resume and print "SEE RESUME" on the first employer's line.

Employer	Work Performed
Address	
Job Title	
Cumamuiaan	
Supervisor	
Dates	
Employed	
Reason for	
Leaving	
Employer	Work Performed
Address	
Job Title	
C	
Supervisor	
Dates	
Employed	
Reason for	
Leaving	
Employer	Work Performed
Address	
Job Title	
C	
Supervisor	
Dates	
Employed	
Reason for	
Leaving	

## Use additional paper for employment history, if necessary, or attach your resume.

It is my understanding that this employment application, or the granting of an interview, does not represent a contract of employment or a promise of future benefits by the Town of Dudley. I understand and agree that if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either my employer or myself. I also understand that this written statement supersedes any and all verbal representations made by agents or representatives of the Town of Dudley.

AGREEMENT: I certify that the information on this application is true, complete and accurate. I authorize the Town of Dudley to investigate my past employment, education and activities and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge. Offer of employment is contingent on passing a physical examination that applies to the essential functions of the job.

Signature of Applicant	Date